



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** The Adult Education Unit  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** August 28, 2012

**SUBJECT:** Adult Education Operational Memorandum # 01-13

- Statewide Policy Forum, Friday, September 7, 2012
- FY 2012-13 Adult Education Directory Information Form
- FY 2012-13 Adult Education State Grant Information
- FY 2011-12 Adult Education State Grant Year End Reports
- Professional Development Stipend Applications
- Program Improvement Project (PIP) Grants
- Performance Targets for Fiscal Year 2012-13
- National External Diploma Program (NEDP)
- Writing Assessment

**Statewide Policy Forum, Friday, September 7, 2012**

The first policy forum for Fiscal Year 2012-13 will be held on Friday, September 7, 2012, from 9 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebethe Drive, Cromwell, CT 06416. **Please note the change of location.** Directions are available at [www.marriott.com/hotels/maps/directions/bdlhc](http://www.marriott.com/hotels/maps/directions/bdlhc). Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

The statewide meeting **for Program Facilitators only** will be held in the afternoon of September 7, 2012, from 1:00 p.m. to 4:00 p.m. at the same location. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Facilitators who will also attend the policy forum must note that lunch will not be provided and no afternoon refreshments will be provided.

## **FY 2012-13 Adult Education Directory Information Form**

The Adult Education Directory Information Form is being emailed separately to adult education directors. Please complete this form thoroughly and return it via email to Gina Hoag at [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov) no later than **Wednesday, September 12, 2012**. All state **and** federal grant providers are required to complete the Directory Information Form. If you have any questions please contact Valerie Marino at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov) or at 860-807-2130.

## **FY 2012-13 Adult Education State Grant Information**

The CSDE will distribute an August payment to districts whose Adult Education State Grant award is at least \$1,500 for the year. The August payment represents two-thirds of the state grant award. State grant entitlement is calculated based upon the estimated expenditures reported in the Adult Education Grant Application Form ED-244 and the Supplemental Grant Application Form ED-244A and factors in any cap on adult education state grant funds relative to the appropriation.

**IMPORTANT NOTICE:** The FY 2012-13 Preliminary Support Percentages for the Adult Education State Grant have changed from the original allocation. This change invalidates the earlier preliminary grant award notification letters and the ED-114 budgets for FY 2013 that were disseminated to all districts via the State's Prepayment Grant System. Revised preliminary grant award letters and ED-114 budgets will be available to districts via the Prepayment Grant System by the third week of September. Be sure to obtain copies these of revised documents from your business office. Revised support percentages for FY 2012-13 are available on the Adult Education Web page at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554). If you have any questions or concerns, please contact Valerie Marino at 860-807-2130 or at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov).

## **FY 2011-12 Adult Education State Grant Year End Reports**

Since September 1, 2012, is a Saturday, the Adult Education Summary Report Form ED-241 and Adult Education Summary Report-Cooperating Eligible Entity Form ED-241A for FY 2011-12 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **September 4, 2012**. Be sure to sign and submit two typed copies (one with original signature[s]) and be sure to include your program's most recent brochure and the final Program Profile report for 2012.

The Statement of Expenditure Report Form ED-141 for adult education will also be due to the Division of Finance and Internal Operations by September 4, 2012. The ED-141 is required for every school district that received adult education funds whether as a provider, a cooperator or a Cooperating Eligible Entity (CEE). The ED-141 is an electronic submission and is usually completed by someone in your district's business office. Please be sure that you discuss with your business office the data required for submission. The ED-141 should reflect those line item amounts requested in the Adult Education State Grant Revision Forms ED-245 and ED-245A.

## **Professional Development Stipend Applications**

The Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with CREC's Adult Training and Development Network (ATDN), is making funds available for participation in specific professional development activities. All adult education providers receiving grant funds through the CSDE are eligible. Stipend Applications are due by Wednesday, September 5, 2012, and should be forwarded to:

Dana Little  
CREC/ATDN  
111 Charter Oak Avenue  
Hartford, Connecticut 06106

Any questions should be directed to Maureen Wagner at 860-807-2102 or [maureen.wagner@ct.gov](mailto:maureen.wagner@ct.gov).

## **Program Improvement Project (PIP) Grants**

The FY 2012 PIP End of Year Report is due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 14, 2012**. **A separate report must be completed for each project funded.** Be sure to submit **two** stapled, typed copies (one with original signature) along with a copy of your program's FY 2012 Program Profile report from the Connecticut Adult Reporting System (CARS).

## **Performance Targets for Fiscal Year 2012-13**

The U.S. Department of Education has approved Connecticut adult education's State Plan extension for Fiscal Year 2012-13. This plan includes adult education's performance targets for the federal core indicators of performance and can be downloaded at <http://www.ct.gov/sde> (Click on Adult Education → Adult Education Overview → State Plan).

## **National External Diploma Program (NEDP)**

The National External Diploma Program Council biennial conference will be held in Providence, RI from October 14-16, 2012. The new NEDP is going online this year so there will be important information shared at this conference. Registration and hotel information can be found on the NEDPC Web site at [www.nedpc.net](http://www.nedpc.net). All NEDP expansion grantees are required to send their NEDP staff to this conference.

## **Writing Assessment**

As always, all programs must declare to CSDE how they will be scoring their writing samples for the coming year 2012-2013. Please report to Susan Pierson no later than **September 15, 2012**, whether you are scoring your samples at your program or using the ATDN Scoring Service for formal reporting purposes. The Functional Writing Assessment requires a Local Test Security and Administration Agreement signed by anyone in your program who will administer the test. This

form can be found at [www.crec.org/atdn](http://www.crec.org/atdn). If you have any questions regarding writing assessment, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov).

### **Deferred Action for Childhood Arrivals (DACA)**

On June 15, 2012, the Secretary of Homeland Security announced that undocumented immigrants between the ages of 15 and 31 who entered the United States before the age of 16 and who have no criminal record may request consideration to remain in the U.S. for two years and work legally. Individuals who can demonstrate through verifiable documentation that they meet these guidelines will be considered for deferred action.

Certain immigrants who are “currently in school” can be considered for deferred action. To be considered “currently in school” under the guidelines, individuals must be enrolled in:

- a public or private elementary school, junior high or middle school, high school, or secondary school;
- an education, literacy, or career training program (including vocational training) that is designed to lead to placement in postsecondary education, job training; or
- an education program assisting students either in obtaining a regular high school diploma or its recognized equivalent under state law (including a certificate of completion, certificate of attendance, or alternate award), or in passing a General Educational Development (GED) exam or other equivalent state-authorized exam.

**NOTE: Your local programs may see requests for documentation to be used in qualifying for the deferment. It is the applicant’s responsibility to seek the proper documentation.**

Further information can be found at the United States Citizenship and Immigration Services Web site at <http://uscis.gov>.

Thank you.